



Performance Monitoring Potential Key Functions by Agency General Government Joint Subcommittee

Key functions listed are not an exhaustive list of functions performed by the agency, but are functions staff determined to be functions the agency performs that may have higher level of impact on citizens or state government. Not listing a function in no way implies a function is not important.

Legislative Branch

The purpose of the branch is to exercise the legislative power of state government and to maintain the administrative structure to support that purpose. The Senate and the House of Representatives together compose the Legislature which exercises the legislative power of state government, creates the laws of the state, and appropriates funds for the functions of state government. Standing and interim committees of the legislature, aided by supporting divisions of the Legislative Branch, monitor the functions of state government and report to the legislature.

Legislative Services Division

Key functions of the Legislative Services Division are: Bill and amendment drafting; Publication of legislative documents; Provision of legislative research and reference services; Legal counseling; Personnel and business services; Agency information technology management; Legislative committee support; Montana Code Annotated management and maintenance; ballot measure text review; state broadcasting; and Provision of legislative information to the public through the following bureaus:

- Central Services
- Research and Policy Analysis
- Legal Services
- Legislative Information Technology
- Environmental Policy

Legislative Committees and Activities

Key function of the LCA is to support standing and interim legislative committees that are conducted during the interim between legislative sessions.

Legislative Fiscal Division

Key functions of the LFD are: Fiscal analysis of state government; Identification of ways to effect economy and efficiency in state government; Estimation of revenue and analysis of tax policy; Analysis of the executive budget; Compiling and analyzing fiscal information for legislators and legislative committees; and Staffing and support for legislative committees.

Legislative Audit Division

Key functions of the LAD are: Conducting and reporting of biennial financial-compliance, performance, information systems, and special state agency audits; Reporting of violations discovered in an audit; Auditing records of entities under contract with the state; and Assisting the legislature, its committees, and its members by providing information related to the fiscal affairs of state government.

Consumer Counsel

The purpose of the consumer counsel is to act as a representative and advocate of the utility and transportation consuming public in hearings before the Public Service Commission, state and federal courts, and administrative agencies.

Administration

Single program agency, key functions are encompassed in agency purpose as well as: monitoring and participating in legislative processes, and participation in activities that will help to develop competitive markets in restructured utility industries.

Governor's Office

The purpose of the Office of the Governor is to administer the affairs of the State of Montana including the appointment of all military and civil officers of the state, granting reprieves and pardons, service on various boards and commissions, approval or veto of legislation, submission of biennial executive budget, report on the condition of the state, and represent the state in relations with other governments and the public.

Executive Office Program

Key functions of the Executive Office Program are: General oversight and coordination of executive branch functions; Administrative, legal, and press support; administration of programs of special impact on citizens and governmental concerns.

Office of Economic Development

Functions to strengthen the state's business environment and diversify and expand existing economic endeavors to achieve long-term economic stability.

Governor's Residence Operations

Key function is to provide for the day-to-day operations of the Governor's Residence.

Air Transportation Program

Key functions are to provide the Governor with air transportation and maintenance of Governor's aircraft

Office of Budget and Program Planning

Key functions are: Preparation and administration of the state government budget; Prepare and monitor revenue estimates and collections, prepare and publish fiscal notes on proposed legislation; and acts as approving authority for operational plan changes, program transfers, and budget amendments.

Coordinator of Indian Affairs

Key functions are: Act as Governor's liaison with state Indian tribes, providing information and policy support on issues confronting the tribes; Makes recommendations on tribal issues to Legislative and Executive Branches; Serves the Montana congressional delegation as and advisor and intermediary; and acts as spokesperson for Native American organizations and groups when requested.

Centralized Services Division

Key functions of the CSD relate to business services to all programs and include: Payroll and personnel management; Accounting; Central asset management and computer replacement, data processing; and budget preparation and monitoring for the entire office.

Lieutenant Governor's Office

Key functions are as outlined in the Montana Constitution and as delegated by the Governor.

Citizens' Advocate Office

Key function is to provide access to state government for citizens, including general information requests and referral service for public comments, suggestions, and requests.

Mental Disabilities Board of Visitors

Key Functions of the board are to formally review patient care and to assist people who have complaints about services at Montana's licensed mental health centers, hospital psychiatric units, children's residential treatment programs, and at state facilities.

Secretary of State

Mission Statement: The Secretary of State's Office is committed to better positioning Montana for the future by embracing innovative ideas and technology to:

- *Foster greater public confidence and participation in the electoral process*
- *Promote business activities by providing prompt and accurate service*
- *Act as the steward of state government records by educating agencies on the management and preservation of public documents*
- *Enhance the security of business transactions through the notary process*
- *Facilitate public participation in governmental rulemaking*
- *Provide easier access to information*

Key Functions:

- Filing of records for businesses and corporations
- Managing state records and document conversion services
- Overseeing fair and honest elections in Montana

Commissioner of Political Practices

The purpose of the agency is to monitor and to enforce, in a fair and impartial manner, campaign practices and campaign finance disclosure, lobbying disclosure, business interest disclosure of statewide and state district candidates, elected state officials, and state department directors, ethical standards of conduct for legislators, public officers, and state employees, and to investigate legitimate complaints that arise concerning any of the foregoing

State Auditor

The purpose of the State Auditor's Office is to assure compliance with the Montana insurance and securities laws, promote captive insurance formations, administer the Insure Montana program, and assist consumers with complaints involving the securities and insurance industries. The State Auditor is the ex-officio Commissioner of Insurance and Securities and is responsible for licensing and regulating insurance companies and agents, and registering and regulating securities dealers in the state

Central Management

Key functions of Central Management relate to business services to all programs and include: Payroll and personnel management; Accounting; Central asset management and computer replacement, data processing; and budget preparation and monitoring for the entire office. The division also provides support to the auditor in fulfilling the duties as a member of the state land and hail insurance boards

Insurance

Key functions of the Insurance Division are: Regulation of the insurance industry in Montana; Resolving insurance consumer inquiries and complaints involving agents, coverage, and companies; Monitoring the financial solvency of insurance companies; Collection of premium taxes and company fees; and auditing insurance company annual statements.

Also housed in this bureau is the Captive Insurance program, which promotes and regulates captive insurers in the state. The Rates Bureau and the Forms Bureau are responsible for reviewing form filings and rate filings to ensure compliance with the applicable insurance code. The Licensing Bureau is responsible for licensing and providing continuing education to insurance agents, agencies, and adjusters. The Insure Montana Bureau administers the Small Business Health Insurance Purchasing Pool and Tax Credit program. The Legal Unit, which serves both the Insurance and Securities Divisions, provides legal support to the divisions. Investigations, which is under the Legal Unit, investigates code and rule violations, including possible criminal violations, and recommends referral of cases to county attorneys for prosecution.

Securities

Key functions of the Securities Division are: The administration and enforcement of the Securities Act of Montana; The registration of securities issuers, sales people, broker-dealers, investment advisers, and investment adviser representatives and multi-level marketing companies; The investigation of unregistered and fraudulent securities transactions; Investigation of securities code and rule violations, including possible criminal violations; Taking of appropriate administrative action; and referral of criminal cases to either federal authorities or county attorneys for prosecution.

Department of Revenue

Mission Statement: The Department of Revenue implements Montana's tax laws to achieve equity and integrity, while protecting taxpayer rights and information; values all property as accurately as possible and supervises Montana's property tax system; administers liquor laws to protect public health and safety; informs and advises the Governor, the legislature and the public on tax trends and issues; and cooperates with local, state, tribal and federal governments to advance the public interest under the law.

Key Functions:

- Value and assess real and personal property for tax purposes
- Verify compliance with state tax laws
- Collect most taxes for the state

Department of Administration

Mission Statement: The Department of Administration's mission is to serve and satisfy our customers.

Key Functions:

- Establish standards and assist state agencies in the area of human resources management
- Administer workers' compensation cost containment
- Allocate office and warehouse space for agencies and manage the operation and maintenance of state-owned buildings on the capitol complex
- Establish statewide policies and direction on the use of information technology resources

Commerce

The purpose of the agency is to enhance economic prosperity in Montana, foster community lead diversification and sustainability of a growing economy, to diversify and expand the state's economic base through business creation, expansion, and retention, maintain and improve infrastructure, housing and facilities, and promote and enhance Montana's positive national and international image.

Research and Commercialization

The key function of the board of research and commercialization is to provide a predictable and stable source of funding for research and commercialization projects.

Business Resources Division

The Key functions of the BRD are to deliver information, technical assistance, and financial resources to communities and businesses in Montana.

Montana Promotion Division

The key functions of the MPD are: To increase visitor travel, visitor expenditures, and film production in the state; To project a positive image of the state through consumer advertising, electronic marketing, public relations efforts, international and domestic group travel marketing, printing and distribution of literature; Assisting in the development of tourism infrastructure; Marketing to motion picture and television production companies; Training and assistance to the Montana tourism industry; Administration and distribution of infrastructure grants; and oversight for expenditures of six regional non-profit corporations and the eleven qualified convention and visitors bureaus.

Energy Infrastructure Promotion and Development

The key function of the EIPD is the promotion, planning, development, economic analysis, and coordination of energy facilities that impact Montana.

Community Development Division

The key function of the CDD is the administration of the following three programs:

- The Community Technical Assistance Program (CTAP)
- The Community Development Block Grant Program (CDBG)
- The Treasure State Endowment Program (TSEP)

Facility Finance Authority

The key function of the FFA is to develop and maintain statewide financing programs which provide for low-cost capital financing for eligible non-profit private and public institutions.

Housing Division

The key functions of the Housing Division are: The administration of the federal HUD section 8 programs and the administration of the federal HOME program. The Board of Housing is administratively attached and its function is the administration of the following programs:

- The Homeownership Program
- Multifamily Loan Program
- Low Income Housing Tax Credit Program
- Housing Montana Fund
- The Reverse Annuity Mortgage (RAM) Program

Montana Board of Investments

The key functions of the Board of Investments are: To provide prudent investment management of state and local government funds; work with financial institutions, state agencies, and local governments to enhance and expand Montana's economy and assist new and expanding Montana businesses; and to lend low-interest funds to eligible governments for a variety of projects

Director/Management Services

The key functions of the Director's Office and Management Services are: To provide overall leadership, communication, and management support to the Department of Commerce staff, programs, bureaus, divisions, and administratively attached boards; Providing internal support including budgeting, accounting, fiscal management, internal controls, contracting, purchasing, asset management, information technology, human resources, payroll, benefits, training, and assistance with the implementation of and compliance with policies, rules, regulations and statutes; and To analyze the statutory, administrative, and programmatic objectives of their programs.

Labor and Industry

The purpose of the agency is to promote the well-being of Montana's workers, employers, and citizens, and to uphold their rights and responsibilities

Work Force Services Division

The key functions of WSD are: To serve as an employment agency, providing job training to assist individuals in preparing for and finding jobs and assisting employers in finding workers; Oversight of federal and state training and apprenticeship programs; and Conducting research and collecting employment statistics.

Unemployment Insurance Division

The key function of the UI Division is administration of the unemployment insurance program and distribution of state unemployment benefits

Commissioner's Office / CSD

The key functions of the CSD are to provide program direction, legal, administration, and support services to the department's five programs and two administratively attached entities.

Employment Relations Division

The key functions of the Employment Relations Division include: Regulation of workers compensation insurance coverage requirements, policy compliance, medical regulations, contractor registration, and independent contractor exemptions; Workers compensation claims assistance; Providing management information on the workers' compensation system; Enforcement of state and federal labor laws related to the payment of wages; Providing collective bargaining mediation; Administration of federal and state industrial safety laws; and enforcement of the Montana Human Rights Act and Governmental Code of Fair Practices through investigations, conciliation, hearings, and education.

Business Standards Division

The key functions of the BSD are: Providing administrative, clerical, and compliance support for a large number of licensing boards and for licensing, inspecting, testing, and certifying all weighing and measuring devices used in making commercial transactions in Montana.

Office of Community Services

The key function of the Office of Community Services is the administration for the Corporation for National and Community Service programs (AmeriCorps), community service, and volunteer efforts statewide.

Workers Compensation Court

The key function of the WCC is to resolve disputes between employees and insurance companies arising from work-related injuries and occupational diseases.

Military Affairs

The department, through the Army and Air National Guard, manages a joint federal-state program that maintains trained and equipped military organizations for the Governor in the event of a state emergency and the President in the event of a national emergency. The department also plans for and coordinates state responses in disaster and emergency situations and also manages and coordinates with state and federal agencies in providing services for veterans and their families as well as the state veterans' cemeteries

Centralized Services Division

Key functions of the CSD are to provide agency-wide support for accounting, fiscal management, personnel, labor relations, and purchasing and property management oversight.

Challenge Program

The key function of the Challenge program is the administration of the program for youth ages 16 to 18 who have stopped attending secondary school before graduating to enhance their life skills, increase their educational levels, to assist the student in gaining employment or enrolling in post-secondary schooling.

Scholarship Program

The key function of the Scholarship Program is to provide scholarships to eligible Montana National Guard personnel enrolled as undergraduate students in Montana colleges, universities, or training programs.

Starbase Program

The key function of the Starbase Program is to provide educational opportunities in math and science to elementary school children.

Army National Guard Program

The key function of the ANG is to provide trained and equipped military units for use in the event of a state or national emergency.

Air National Guard Program

The key function of the ANG is to provide trained and equipped military units for use in the event of a state or national emergency.

Disaster and Emergency Services

The key functions of DES are: The coordination, development and implementation of emergency management planning, mitigation, response, and recovery statewide; the administration and disbursement of federal Homeland Security and Emergency Management funds; 24 hour a day point of contact to coordinate the volunteer, state, and federal response for assistance in the event of a incident, emergency, or disaster.

Veterans Affairs Program

The key functions of the VA are: To assist discharged veterans and their families; Promote the general welfare of veterans; Provide information on veterans' benefits; and Administer the veterans' cemeteries.